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V. 9 NO. 10

May 1992

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ISD News and Views

Volume 9 No. 10 *by the Information Services Division*

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PLEASE RETU

Commentary

The Wastebuster program has officially ended; however, the effort to reduce waste continues. In the last issue, two options for distribution of *News & Views* were presented: 1) determine the most effective solution for your work group to share a copy of *News & Views*, and 2) individuals with access to ZIP!Mail can receive a "No Frills" electronic copy.

The offer for an electronic copy is still available for those who wish to receive one. To receive an electronic version, please call Polly at 444-2700. If, on the other hand, your work group has decided to consolidate copies of *News & Views* by routing one issue, then the names of those individuals that will no longer receive their own copy of *News & Views* must be submitted to Sherry Leone at the ISD Help Desk at 444-2973, so she can remove the names from the official distribution list. Your help in this effort is greatly appreciated.

Agency Spotlight

GIS for Public Safety Communications

In 1991, the 52nd Legislature authorized the Information Services Division to expand its policy, research, and development activities relating to public safety communications. One systems analyst from ISD's Telecommunications Development Section was assigned to the Division's new Local Government Services Section to carry out these responsibilities. Through close association with the State 9-1-1 Program, this new program is organized to provide greater assistance to State and local government agencies.

The ISD Public Safety Communications Program is focused primarily on radio communications as used by police, fire, ambulance, and other emergency services. It is responsible for developing frequency utilization plans, policies, and procedures for the use of shared frequencies, and generalized communications plans for emergency response. Through the FCC's recognized frequency coordinators, the program assists public safety agencies and organizations with licensing radio systems. It also provides technical assistance directly and through equipment term contracts.

Recently, a project was begun to put advanced computer technology to work in carrying out these responsibilities. A geographic information system (GIS) is being developed to assist in frequency coordination and technical systems analysis. In December, the program began development of the GIS on a Sun SPARCstation 2, running ARC/INFO software. The Sun is a UNIX-based workstation well accepted for GIS. ARC/INFO provides powerful spatial analysis and representation tools for geographic data. It is in use by several State agencies.

The ISD Spectrum Management System, as this impressive combination of hardware and software is being called, will provide greatly increased capabilities for frequency coordination. It will allow radio propagation analyses which account for terrain. Its greatest value may be in the graphical display of existing frequency assignments relative to political boundaries, population centers, and highways. The database management capabilities of ARC/INFO are closely integrated with its geographic processing capabilities, yielding a system suitable for complex analysis.

GIS is an exciting new tool for spectrum management. The U.S. Department of Commerce, Institute for Telecommunications Sciences, is very interested in ISD's work and has been following it from the beginning. Their spectrum management people in Boulder, Colorado have been helpful in some of the more technical aspects of radio propagation modeling. They have plans to develop their own ARC/INFO system in the future.

Within the State of Montana, the Natural Resources Information System (NRIS) staff with the State Library have been indispensable. They have contributed their generic display interface and several valuable map layers. Current plans are to use NRIS' electrostatic plotter for the occasional hard copy maps and plots produced with the Spectrum Management System.

ISD's public safety communications function will be greatly enhanced with this new system, but people will always be its primary focus. Communications systems for police, fire, ambulances, and search and rescue, among others, are critical for the safety and well being of Montanans. Technology is only helping us support those systems for better public safety and service.

-- Dan Hawkins, ISD

Mainframe

New Release of DYL260

Release 9.5 of DYL260 is available; although tested by Application Services, we would like to give other agencies an opportunity to test this release before moving it to production. Assuming that no major bugs show up, it will go into production on Monday, June 1st. Until then, you can use it by adding the following DD after the EXEC card in your JCL:

```
//STEPLIB DDDSN=SYST.DYL260.R95.
LOADLIB,DISP=SHR
```

We'd appreciate any testing you can perform on your jobs using this new release. If you have any problems with the software, contact Glen Stroop at 444-2910.

Micro Term Contracts

Revised price lists (Addendum 2) have been issued in April and May 1992, for Dell and Digital term contracts, respectively. Please note--prices published in the Digital Addendum 2 are effective retroactively and apply to any equipment shipped after February 19, 1992.

A revised ComputerLand price list (Addendum 3) is under way.

ComputerLand/IBM Notes

REMINDER - Agencies purchasing IBM equipment will automatically receive maintenance notice from IBM at the end of the warranty period. This notice basically alerts agencies that continued on-site service is available for a fee, should they elect to purchase it. Agencies not wishing to purchase on-site maintenance should write "cancel" on the IBM notice and return it to IBM.

Dell Notes

Any agencies that may have purchased the old Dell 320LT laptop, please be aware that the annual maintenance figure should have read $170 in lieu of $259.

MICROCOMPUTER-RELATED PURCHASES FISCAL YEAR END

Due to the expected volume of end-of-the-fiscal-year purchases, please submit all FY92 purchase orders to ISD for review not later than June 12, 1992.

Microcomputer

Zip!Mail Tips

(The following article is a sneak-preview of a *Zip!Mail Tips and Recommendations* document which can be obtained by calling the Help Desk at 444-2973. Contact End User Computing at 444-2921 if you would like more information about how your agency can get started using Zip!Mail.)

An ounce of prevention...

Junk Mail!!! We all receive it, even electronic junk mail! If you get mail you don't need to keep, delete it from your in-tray as soon as you've read it. If you don't routinely delete unneeded mail from your in-tray, the list of contents can grow to many screens quickly. Then it's a really tough job to plough through it all and separate what should be filed, for later use, from the junk mail.

How about changing your viewpoint...

You can change how items are arranged in your in-basket by changing your "View" of the list. This allows you to arrange the contents with Newest items first; Oldest items first; or Alphabetically by Sender.

To change your view of the InTray from the Main Menu, select:
InTray

Next select:
View

Then select the view desired.
These are:
Newest item first
Oldest item first
Alphabetically by Sender

Multi-mark to quickly delete several items at once...

A quick way to delete several items at once, from your InTray or Mail Library is to "multi-mark" them. After determining that you want to delete a number of items, simply move the selection highlight to the item and press the space bar. A "#" symbol will appear in front of the item. After you have marked all items that you want to delete, press "d" for delete and Zip!Mail will delete all marked items. **Oh, the power of it all!**

If you selected an item you don't really want to delete, you can de-select it:

1. Move the selection highlight to the item.
2. Press the spacebar again. The "#" will disappear.

Again, contact End User Computing at 444-2921 if you would like information on how your agency can start using Zip!Mail.

End User Software - Current Releases

With the frequency of PC software upgrades, sometimes it's hard to know whether the release you have is current or out-of-date. The following is an alphabetical list of end user PC software and the current release level that ISD supports. Note that older releases are often still supported by ISD, but only to the extent that we still have the expertise or vendor support to do so. Sometimes newer releases are also available, but ISD hasn't evaluated them yet or has decided not to upgrade.

dBASE III	+1.1 (minimal support only)
DOS	3.3, 4.01, 5.0
EXTRA!	1.42
Extended for Windows	2.22 3.3
Freelance	3.01 (did not upgrade to 4.0)
Lotus 1-2-3	2.3 and 3.1
Panlink	3.2.C
PFS	2.0
PS/PC	1.3003T (being replaced by ZipMail and EMC^2)
R:Base for DOS	3.1C
SAS (PC)	6.04
Windows	3.0
WordPerfect	5.0 (latest program-5/30/90, latest printer drivers-9/27/91) 5.1 (latest program-3/09/92, latest printer drivers 2/13/92)
Xtalk XVI	3.71B
Zip!Mail	1.21

EXTRA!, Panlink, PS/PC, SAS, and Zip!Mail are distributed by ISD. WordPerfect maintenance releases can also be distributed by ISD to licensed WordPerfect users. If you need any of these upgrades, contact the ISD Help Desk at 444-2973. You can upgrade most of the other software listed by contacting Central Stores.

Techtalk

Sometimes, when using Lotus 123, you may find it convenient to be able to scroll through your spreadsheet, but leave the worksheet titles "frozen" at the top or on the left (or top and left) of the spreadsheet. This is useful, especially in large spreadsheets, where you have a large number of rows and/or columns with similar data and you may forget which data goes with which column. By using the /Worksheet Titles command, you can "freeze" rows and/or columns at the top and left edge of the worksheet. The titles will remain in view as you scroll through your spreadsheet.

Here's how:

1. Position the cell pointer one row below the row you want to freeze for Horizontal titles, one column to the right of the column you want to freeze for Vertical titles, or one row below and one column to the right of the rows and columns you want to freeze for Both (Horizontal and Vertical titles).

2. Select /Worksheet Titles.

3. Select one of the following options:

Both	Freezes rows above and columns to the left of the cell pointer.
Horizontal	Freezes rows above the cell pointer.
Vertical	Freezes columns to the left of the cell pointer.
Clear	Unfreezes all title rows and columns.

Here are some tips when using Titles:

If you use /Worksheet Titles after splitting the screen using /Worksheet Window, only the current window will be affected by the frozen titles. When you clear the second window, the screen will be restored using the top or left window's /Worksheet Title settings.

To move the cell pointer to a frozen row or column, press GOTO (function key F5) and then specify the address or range name of the cell you want to go to. You will then see two

sets of titles, one frozen and one which you will be free to scroll through. To clear the second set of titles, just scroll either right or down until the second set of titles scroll off the screen. Then scroll back up or left and the second set of titles will not appear.

If you have any questions using Titles in Lotus 123, please contact Irv Vavruska from End User Computing at 444-2858.

End Notes

Lotus Seminar

There's no reason to be working alone! Join Lotus -- they're demonstrating Lotus products... and you're invited. Lotus is hosting a free seminar series for people who work together. Lotus products can revolutionize the way you work with other people! But seeing is believing, so come and take a look for yourself!

Two seminars will be given. One is titled, "Lotus Working Together for Windows" and the other is "Lotus Working Together for DOS". The Windows Seminar will feature Lotus 1-2-3 for Windows, Freelance Graphics for Windows, AmiPro 2.0, cc:Mail, and Lotus Notes. Lotus 1-2-3 for DOS and Freelance Graphics for DOS will be featured at the DOS Seminar.

The seminars are free and will be held at the Best Western Colonial Inn in Helena on May 12, 1992. The Windows Seminar is scheduled from 9 to 11 a.m., while the DOS Seminar is scheduled from 1 to 3 p.m. Lotus representatives will be on hand to answer your questions. To register, call 1-800-327-6148. Hurry, seating is limited. For more information, call Irv Vavruska at 444-2858 or Jane Black Eagle at 444-2742.

Submit Articles

If you wish to submit an article to *News and Views* for publication, the following schedule provides dates that articles must be received by in order to be included in the issues listed below:

July Issue	05/19/92
August Issue	06/16/92
September Issue	07/22/92
October Issue	08/18/92

ISD HELP DESK 444-2973

Have a problem? Need ISD assistance or support for any of your information processing needs--either voice or data? The central contact point is the ISD Help Desk at 444-2973.

970 copies of this public document were printed at a cost of $291.00.
Distribution costs are $16.50.
Editor: **Curt Secker**

Training Information

All classes will be held in the Training Room in the basement of the Teachers Retirement Building at 1500 6th Ave. unless another location is specified. There is a limit of 12 participants per paid class and 20 participants per demonstration (free) class, unless otherwise announced.

To enroll in a class, send an enrollment application to the Department of Administration, ISD Help Desk, Mitchell Building, Helena, MT 59620. If you have questions about enrollment, telephone the Help Desk, 444-2973. *Once you enroll in a class, by mail or telephone call, the full fee will be charged UNLESS you cancel at least three business days before the first day of class.*

The classes available and their costs are as follows:

Class Name	Cost	Length in Days
Introduction to TSO/SPF	$ 75.00	1
*Introduction to JCL (Job Control Language)	300.00	4
*Introduction to CICS Programming	575.00	5
*Introduction to IDMS Database Programming	480.00	5
*IDMS ADS/Online	480.00	5
*Introduction to CULPRIT	225.00	3
*Subscripting in CULPRIT	FREE	¼
*CULPRIT Programming for IDMS	150.00	2
*Using COMPAREX	37.50	½
*Introduction to SAS: Module 1	18.75	¼
Module 2	18.75	¼
Module 3	187.50	2½
Module 4	37.50	½
Module 5	37.50	½
*Novell Network Administration	150.00	2
*PC Memory Management Options and Considerations	FREE	¼
*Windows Purchase, Installation and Use Considerations	FREE	¼
Windows for the Technical Support Team	150.00	2
Beginning Microcomputer Skills	75.00	1
Fundamentals of DOS	75.00	1
Intermediate DOS	75.00	1
*Introduction to Novell Networks	37.50	½
*Introduction to Windows	75.00	1
Introduction to WordPerfect (5.0 or 5.1)	112.50	1½
Advanced Features of WordPerfect 5.0	112.50	1½
WordPerfect (5.0 or 5.1) Complex Document Functions	37.50	½
*More WordPerfect (5.0 or 5.1) Complex Document Functions	37.50	½
WordPerfect 5.1 Tables	37.50	½
WordPerfect 5.1 Columns and Math Functions	37.50	½
WordPerfect 5.1 Graphics	37.50	½
WordPerfect Merge and Sort Functions	37.50	½
WordPerfect 5.1 Tips and Tricks	FREE	¼
*Conversion from WordPerfect 5.0 to 5.1	FREE	¼
Spreadsheet Design and Documentation	75.00	1

*Conversion from Lotus 1-2-3 Rel. 2.2 to Rel. 3.1	FREE	¼
Introduction to Lotus 1-2-3, (Release 2.3 or 3.1)	150.00	2
Intermediate Lotus 1-2-3, (Release 2.3 or 3.1)	75.00	1
Lotus 1-2-3 WYSIWYG Features	37.50	½
Lotus 1-2-3, Release 3.1, 3-Dimensional Spreadsheets	37.50	½
*Freelance	75.00	1
Lotus 1-2-3 Macros (Release 2.2, 2.3, or 3.1)	150.00	2
*Introduction to Lotus 1-2-3 Database Features	150.00	2
*Introduction to PFS:Professional File, Ver. 2.0	75.00	1
*Micro Database Concepts and Design	75.00	1
*Introduction to R:Base, Release 3.1	187.50	2½
*R:Base Query and Reports (Rel. 3.1)	75.00	1
R:Base Views (Rel. 3.1)	FREE	¼
*Intermediate R:Base (Rel. 3.1)	150.00	2
*Introduction to dBASE III+	250.00	4
State Telephone Training	FREE	¼

* This class is not scheduled during the time covered in this issue.

Training Calendar

Data Network/Mainframe Classes

June 10	Introduction to TSO/SPF

Microcomputer Classes

May 4	Fundamentals of DOS
June 1	Beginning Microcomputer Skills
June 4 & 5	Windows for the Technical Support Team
July 1	Fundamentals of DOS
July 23	Intermediate DOS

Word Processing Classes

~~May 7 a.m.~~	~~Conversion from WordPerfect 5.0 to 5.1~~ CANCELLED
May 7 a.m.	WordPerfect 5.1 Tips and Tricks
May 11, May 12 a.m.	Introduction to WordPerfect (5.0 or 5.1)
~~May 13 p.m.~~	~~Conversion from WordPerfect 5.0 to 5.1~~ CANCELLED
May 15 a.m.	WordPerfect (5.0 or 5.1) Complex Document Functions
May 19 p.m.	WordPerfect 5.1 Columns and Math Functions
May 20 a.m.	WordPerfect 5.1 Tables
June 2, June 3 a.m.	Advanced Features of WordPerfect 5.0
June 8, June 9 a.m.	Introduction to WordPerfect (5.0 or 5.1)
June 11 a.m.	WordPerfect Merge and Sort Functions
July 6, July 7 a.m.	Introduction to WordPerfect (5.0 or 5.1)
July 14	WordPerfect 5.1 Graphics
July 17 a.m.	WordPerfect 5.1 Tables
July 22 a.m.	WordPerfect (5.0 or 5.1) Complex Document Functions

Spreadsheet Classes

May 5 & 6	Introduction to Lotus 1-2-3 (Release 2.3 or 3.1)
May 15 p.m.	Lotus 1-2-3 WYSIWYG Features (Release 2.3 or 3.1)
May 18	Spreadsheet Design and Documentation
May 26 & 27	Lotus 1-2-3 Macros (Release 2.2, 2.3 or 3.1)
May 28	Intermediate Lotus 1-2-3 (Release 2.3 or 3.1)
June 12 a.m.	Lotus 1-2-3 WYSIWYG Features (Release 2.3 or 3.1)
June 23 & 24	Introduction to Lotus 1-2-3 (Release 2.3 or 3.1)
July 2 a.m.	Lotus 1-2-3 WYSIWYG Features (Release 2.3 or 3.1)
July 8 p.m.	Lotus 1-2-3 Release 3.1, 3-Dimensional Spreadsheets
July 13	Intermediate Lotus 1-2-3 (Release 2.3 or 3.1)
July 20 & 21	Introduction to Lotus 1-2-3 (Release 2.3 or 3.1)

Database Classes

June 22 a.m.	R:Base Views

Communication Classes

June 25 a.m.	State Telephone Training
July 15 a.m.	State Telephone Training

Data Network/Mainframe Classes

INTRODUCTION TO TSO/SPF: presented by Jane Black Eagle of the Application Services Bureau

DATE: June 10, 1992
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: 3270nd (Interactive Class on Terminal Operation)
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

"Introduction to TSO/SPF" is a hands-on workshop about using computer terminals (or PC terminal emulators) and the SPF editor. SPF is an easy-to-learn, menu-driven system used to enter data and programs into the State's mainframe computer. Entering data, changing data and submitting programs (jobs) for execution are covered in detail. Also covered are SPF's utility functions and the tracking of job output.

This course is essential for state government personnel using terminals or PC's linked to the State's central computer. It is a prerequisite for many other ISD classes.

Microcomputer Classes

BEGINNING MICROCOMPUTER SKILLS: presented by the staff of The Computer School

DATES: June 1, 1992
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: None
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course will give participants brief hands-on experience with microcomputers. The following topics will be covered:

- The Machine
- The Operating System
- Word Processing
- Spreadsheets and Graphics
- File Management
- Communications

Most class time will be spent using microcomputers and software. This course helps develop a positive attitude toward using microcomputers and teaches their basic functions. This class--or its equivalent--is a prerequisite for our other microcomputer courses.

FUNDAMENTALS OF DOS: presented by the staff of The Computer School

DATE: May 4, 1992
July 1, 1992
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Beginning Microcomputer Skills
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

"Fundamentals of DOS" is intended for microcomputer users who need to know more about controlling the microcomputer through its operating system. Programming experience is NOT required. Topics to be covered include:

- What is DOS? Why is it necessary to know about it?
- DOS names for peripherals
- File naming
- Set-up files such as CONFIG.SYS
- Internal DOS commands - DIR, ERASE, RENAME, TYPE, COPY and their variations
- External commands - FORMAT, SYS, DISKCOPY, CHKDSK, MODE
- Interpreting batch files
- Backup procedures

INTERMEDIATE DOS: presented by the staff of The Computer School

DATE: July 23, 1992
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Fundamentals of DOS or equivalent
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is designed to follow the "Fundamentals of DOS" class and to give the user a better understanding of and increased ability to use DOS. It is not designed for programmers and does not cover all the advanced features of the operating system. The following topics are covered:

- ATTRIB
- Batch File Creation
  - EDLIN
  - Batch file commands
- DISKCOMP
- Filters (FIND, MORE)
- JOIN
- LABEL
- MODE
- REPLACE
- SELECT
- XCOPY

WINDOWS FOR THE TECHNICAL SUPPORT TEAM: presented by Henry Vandermeir of Software Education Corp.

DATE: June 4 and 5, 1992
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Microcomputer systems analysis, network or DP management experience
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This two-day workshop is designed for system administrators and system support staff who will be responsible for installing and maintaining Windows. Topics covered include:

- Windows operating modes
- System memory, resources and Windows architecture
- Windows installation - network and standalone
- Windows initialization files
- Installation of DOS and Windows applications
- Optimization
- Troubleshooting/problem resolution

INTRODUCTION TO WORDPERFECT: presented by the staff of The Computer School

DATE:	May 11 and 12, 1992 June 8 and 9, 1992 July 6 and 7, 1992
TIME:	8:30 a.m. to 3:30 p.m. on first day 8:30 a.m. to noon on second day
PREREQUISITE:	Beginning Microcomputer Skills or equivalent
LOCATION:	Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is a generic introduction to WordPerfect for new users of release 5.0 or 5.1. Experience with WordPerfect is not necessary. Participants will go through the fundamentals of creating, formatting, editing and printing documents. Some advanced features will also be covered, including checking spelling, finding a word or phrase, marking blocks of text, moving text and listing/retrieving document files.

ADVANCED FEATURES OF WORDPERFECT 5.0: presented by staff of The Computer School

DATE:	June 2 and 3, 1992
TIME:	8:30 a.m. to 3:30 p.m. on first day 8:30 a.m. to noon on second day
PREREQUISITE:	Introduction to WordPerfect 5.0 or equivalent
LOCATION:	Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

For those already using WordPerfect 5.0, the advanced class will cover footnotes, column generation, sorting capabilities, dual document editing, font changes within a document, creation of style sheets and master documents, keyboard layout, the compose function and graphics.

WORDPERFECT 5.1 TABLES: presented by staff of the Computer School

DATE:	May 20, 1992 July 17, 1992
TIME:	8:30 a.m. to noon
PREREQUISITE:	Introduction to WordPerfect 5.0 or 5.1
LOCATION:	Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will cover the creation of tables in WordPerfect 5.1. Once students practice with WordPerfect's Tables feature they will be able to create and edit large, complex tables and provide automatically for table entries requiring calculation. Students will learn to create tables with text only or with combinations of text and numbers. Students will use math functions and create formulas to generate table entries and will define and generate column totals and row totals.

WORDPERFECT 5.1 COLUMNS AND MATH FUNCTIONS: presented by staff of the Computer School

DATE:	May 19, 1992
TIME:	1:00 p.m. to 4:30 p.m.
PREREQUISITE:	Introduction to WordPerfect 5.0 or 5.1
LOCATION:	Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will cover the column and math features in WordPerfect 5.1. Students will learn to set up and edit newspaper and parallel columns of various widths and lengths. They will practice editing text or figures in columns without losing the desired layout or visual effect. For column entries requiring calculation, subtotals and totals, students will learn to create and use column definitions, math functions, and formulas.

WORDPERFECT MERGE AND SORT FUNCTIONS: presented by staff of the Computer School

DATE:	June 11, 1992
TIME:	8:30 a.m. to noon
PREREQUISITE:	Introduction to WordPerfect 5.0 or 5.1
LOCATION:	Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will cover the file merge and sort features of WordPerfect. Students currently using WordPerfect 5.0 or 5.1 will have hands-on practice with the steps needed to generate files sorted in a variety of way. They will also learn to merge primary and secondary files for mass mailing, and so forth, and to set up files for keyboard merges.

WORDPERFECT COMPLEX DOCUMENT FUNCTIONS: presented by staff of the Computer School

DATE:	May 15, 1992 July 22, 1992
TIME:	8:30 a.m. to noon
PREREQUISITE:	Introduction to WordPerfect 5.0 or 5.1
LOCATION:	Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will cover Master and Subdocument design as well as creation of tables of contents, lists of tables and lists of figures. Using WordPerfect's Master Document feature allows creation of larger or more complex documents while providing more manageable and editable documents. Examples are reports containing multiple chapters or requiring indices, tables of contents, lists of figures and tables, outlines, headers and/or footers. Students currently using WordPerfect 5.0 or 5.1 will learn WordPerfect features that make it easy to generate tables of contents, lists and outlines and to combine subdocuments into a complex master document. Students will learn how to build, edit and expand a master document that includes these various lists of the document's contents.

WORDPERFECT 5.1 GRAPHICS: presented by staff of the Computer School

DATE:	July 14, 1992
TIME:	8:30 a.m. to 4:30 p.m.
PREREQUISITE:	Introduction to WordPerfect
LOCATION:	Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will cover the creation and use of WordPerfect 5.1 graphics. Students will learn to create and edit graphic figures, boxes and lines. Hands-on exercises will include using these boxes, figures and lines with a variety of fonts and with the compose function. The class will also cover changes in the Setup and Print functions often associated with graphics.

WORDPERFECT 5.1 TIPS AND TRICKS: presented by Brent McAllister of WordPerfect Corporation

DATE:	May 7, 1992
TIME:	10:00 a.m. to noon
PREREQUISITE:	Introduction to WordPerfect (5.0 or 5.1); Advanced Features of WordPerfect (5.0 or 5.1) is recommended
LOCATION:	Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This free session demonstrates tips and a variety of tricks for using such features as edit, block, tables, columns, tabs, keyboard, merge and sort, graphics, and print. The focus is on some of the more complex desktop publishing capabilities of WordPerfect. The more familiar you are with the basic and some advanced features, the more you will gain from this demonstration. In addition to hands-on practice, there will be a hand-out with detailed instructions for each of the features and tips presented.

Spreadsheet Classes

SPREADSHEET DESIGN AND DOCUMENTATION: presented by Irvin Vavruska of the Application Services Bureau

DATE:	May 18, 1992
TIME:	8:30 a.m. to 4:30 p.m.
PREREQUISITE:	Introduction to Lotus 1-2-3
LOCATION:	Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will emphasize the importance, effectiveness and the organizational benefits of good spreadsheet design and documentation. Lotus 1-2-3 Release 2.2 will be used to demonstrate good and bad techniques. Some common methods for solving logic problems and locating design and programming mistakes will be covered.

INTRODUCTION TO LOTUS 1-2-3, RELEASE 2.3 OR 3.1: presented by the staff of The Computer School

DATE:	May 5 and 6, 1992 June 23 and 24, 1992 July 20 and 21, 1992
TIME:	8:30 a.m. to 4:30 p.m. each day
PREREQUISITE:	Beginning Microcomputer Skills
LOCATION:	Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is a generic introduction to Lotus 1-2-3 for persons with little or no Lotus experience. It will consist of instructions and hands-on practice, with lab time available for building spreadsheets of the participants' choosing.

The class will cover design, creation, printing and editing of spreadsheets. Additional topics will include selected graphic features, the use of formulae to connect spreadsheets, and the opening of multiple files at the same time. Students will learn about new WYSIWYG (What You See Is What You Get) features of Releases 2.3 and 3.1 such as enhanced printing of spreadsheets and graphs.

LOTUS 1-2-3 WYSIWYG FEATURES: presented by the staff of The Computer School

DATES & TIMES:	May 15, 1992, 1:00 p.m. to 4:30 p.m. June 12, 1992, 8:30 a.m. to noon July 2, 1992, 8:30 a.m. to noon
PREREQUISITE:	Introduction to Lotus 1-2-3
LOCATION:	Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course is intended for users of Release 2.3, 3.1 or 3.1+ who are already using Lotus 1-2-3 to create spreadsheets. It introduces students to the WYSIWYG (What You See Is What You Get) features of Lotus 1-2-3. The class consists of lecture and hands-on practice with the following features:

- Format--fonts, boldface, italics, underline, shadow, and outline
- Text--ranges, alignment, edit
- Screen display, zoom and customization
- Graphics within a worksheet--adding, enhancing, changing size or location
- Page layout
- Previewing and printing
- Advanced WYSIWYG features

INTERMEDIATE LOTUS 1-2-3, RELEASE 2.3 OR 3.1: presented by the staff of The Computer School

DATE:	May 28, 1992 July 13, 1992
TIME:	8:30 a.m. to 4:30 p.m.
PREREQUISITE:	Introduction to Lotus 1-2-3
LOCATION:	Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course is intended for users of Release 2.3, 3.1 or 3.1+. It covers intermediate features of Lotus 1-2-3 for those who are familiar with Lotus basics. It consists of instructions and hands-on practice, with lab time available for building spreadsheets of the students' choosing.

The following topics will be presented:

- @ functions
- Date and time formats and functions
- Ranges--naming, hiding and protecting ranges; using range commands
- Global defaults
- Titles, windows and text editing

Time permitting, the following topics will be covered with some hands-on practice:

- Selected file functions and file linking
- Magellan Viewer Addin (available in Releases 2.3 and 3.1+ only)
- Auditor Addin (available in Releases 2.3 and 3.1+ only)

LOTUS 1-2-3, RELEASE 3.1, 3-DIMENSIONAL SPREADSHEETS: presented by the staff of The Computer School

DATE: July 8, 1992
TIME: 1:00 p.m. to 4:30 p.m.
PREREQUISITE: Introduction to Lotus 1-2-3
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course is intended for users of Release 3.1 who are using Lotus 1-2-3 to create spreadsheets. It covers the purposes of three dimensional spreadsheets and provides hands-on practice with multiple (3-dimensional) worksheets within a file. Features covered include:

- Multiple worksheet uses
- Inserting and deleting worksheets
- Navigation among worksheets
- Working with three-dimensional ranges
- Perspective view
- Using group mode
- Working with more than one file in memory
- Navigating among files

LOTUS 1-2-3 MACROS: presented by Irvin Vavruska of the Application Services Bureau

DATE: May 26 and 27, 1992
TIME: 8:30 a.m. to 4:30 p.m. each day
PREREQUISITE: Beginning and Advanced Lotus 1-2-3 Release 2.2
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is designed for those who want to learn about Lotus 1-2-3 macros. It will consist of instruction, demonstrations, and hands-on practice with lab time available to build spreadsheets of participant's choosing. The class will concentrate on using 1-2-3 Release 2.3 to design, create, and edit

macros to perform simple operations or redundant tasks. The material covered will apply to all releases of Lotus 1-2-3 (2.2, 2.3, and 3.1). It will include writing and debugging macros, using the keystroke recorder, and using advanced macro commands.

Database Classes

R:BASE VIEWS (RELEASE 3.1): presented by Jane Black Eagle of the Application Services Bureau

DATE:	June 22, 1992
TIME:	8:30 to 10:30 a.m.
PREREQUISITE:	Beginning Microcomputer Skills, Micro Database Concepts and Design and Fundamentals of DOS
LOCATION:	Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This free demonstration class will cover the design and creation of views in R:Base and when to use them.

Communication Classes

STATE TELEPHONE USER TRAINING: presented by the staff of the Telecommunications/Network Services Bureau

DATE:	June 25, 1992 July 15, 1992
TIME:	8:30 a.m. to noon
PREREQUISITE:	None
LOCATION:	Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is designed as an introductory or refresher course to familiarize employees with the features and use of the State telephone system. The different calling capabilities available and the dialing plan will also be discussed. This is an interactive class combining demonstrations with hands-on use of the features and the dialing plan.

ISD CLASS ENROLLMENT APPLICATION
COMPLETE THIS APPLICATION IN FULL AND
RETURN IT TO THE INFORMATION SERVICES "HELP DESK"
PRIOR TO THE FIRST DAY OF CLASS

COURSE DATA
Course Requested: _____
Date Offered: _____

STUDENT DATA
Name: _____
Soc. Sec. Number (for P/P/P): _____
Agency & Division: _____
Mailing Address: _____
_____
Phone: _____
How have you met the required prerequisites for this course? Explain, giving the class(es) taken, tutorial(s) completed, and/or experience.
_____
_____
_____

BILLING INFORMATION/AUTHORIZATION
ISD Billing Number (5 digits): _____
Authorized Signature: _____

FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS CANCELLATION IS MADE THREE BUSINESS DAYS BEFORE THE START DATE OF THE CLASS.

SEND COMPLETED FORM TO:
ISD HELP DESK, DEPARTMENT OF ADMINISTRATION

DEPARTMENT OF ADMINISTRATION
INFORMATION SERVICES DIVISION
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